

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PERSONNEL SPECIALIST

DEPARTMENTAL PROMOTIONAL: Applicants must have a permanent civil service appointment with the Department of Veterans Affairs as of the final filing date.

FINAL FILING DATE: September 20, 2006

HOW TO APPLY

Applications (Form 678) must be postmarked no later than the final filing date. Applications personally delivered, received via interoffice mail or fax must be received before the close of business 5:00 p.m. on the final filing date or will not be accepted for any reason.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Human Resources Division  
1227 "O" Street, Room 402  
Sacramento, CA 95814  
ATTN: MONICA MAGAÑA

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Applications for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

SALARY RANGES: A) \$2431-\$2955 B) \$2797-\$3401 C) \$2895-\$3519 D) \$3127-\$3800

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

All applicants must meet the education and/or experience requirements by the final filing date. All applications/resumes must include: "to" and "from" dates (month/day/year); time base and class title. Application/resumes received without this information may not grant you full credit for experience in the classification. It is your responsibility to ensure that you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications.

MINIMUM QUALIFICATIONS:

EITHER I

One year of experience in the California state service performing office duties at a level of responsibility equivalent to an Office Assistant, Range B.

Or II

Two years of office experience. [Academic education above the 12<sup>th</sup> grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business nature being equivalent to six months of experience.]

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as Either I, II, or III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.)

ADDITIONAL DESIRABLE QUALIFICATIONS:

Familiarity with automated systems.

THE POSITION:

This is a multi-range level class, spanning entry through advanced journey levels. Incumbents assigned to Range A perform the least difficult transactions duties. Based upon the appropriate alternate range criteria, incumbents advance to Ranges B, C, and D. Under close supervision at the entry level, and under general supervision at the journey and advanced levels, and in accordance with established procedures, incumbents are assigned progressively more complex and difficult transactions duties in a variety of personnel transactions areas. Experienced incumbents in this class may provide functional guidance to lower-level staff.

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION		
PERSONNEL SPECIALIST	1303 6VA18	FINAL FILING DATE: SEPTEMBER 20, 2006

**SCOPE:**

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interviews will be on measuring competitively, relative to job demands, each competitor:

**Knowledge of:**

1. Current office methods, procedures, equipment, and basic math principles.
2. Laws, rules regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, payroll, and certification processes used in State departments.

**Ability to:**

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material.
3. Give and follow directions.
4. Gather data.
5. Advise employees of their rights.
6. Consult with supervisors on alternative actions, which they may take on various transaction situations.
7. Communicate effectively.
8. Operate a computer keyboard/terminal.
9. Establish and maintain cooperative working relations with those contacted during the course of the work.
10. Organize and prioritize work.
11. Create/draft correspondence.
12. Maintain personnel records.
13. Represent the department on intra/interdepartmental teams.
14. Coordinate a variety of personnel/payroll transactions.
15. Research critical transactions and recommend alternative solutions.

**EXAMINATION INFORMATION:**

If conditions warrant, this examination may be utilized in an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination carefully to see what kind of information will be useful to the staff doing the evaluation.

**ELIGIBLE LIST INFORMATION:** The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies with the California Department of Veterans Affairs Statewide

**Veterans Preference** credit is not granted in promotional examinations.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Human Resources Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request. Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Location:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device at (916) 653-1966**